

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MAJOR OF CORRECTIONAL OFFICERS
Regional Training Facility Supervisor

SALARY GROUP: B20

DEPARTMENT: Correctional Training

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\CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: William Stephens DATE: 12/22/2015

POSITION #: 037027

I. JOB SUMMARY

Performs highly advanced correctional supervisory and administrative duties in the direction of staff assigned to the Correctional Training program. Work involves responsibility for the training of security and non-security trainees and employees in the care and custody of offenders; and supervising staff engaged in conducting training programs. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees the direction of overall supervision of training programs for security and non-security trainees and employees; supervises, schedules, instructs, trains, and ensures the safety of assigned employees and offenders; and assists in formulating security and work procedures.
- B. Supervises and directs the training of security trainees and employees to conduct searches for contraband; directs instruction and training for security trainees and employees to count, feed, and supervise offenders in housing, work, and other areas accessed by stairs, steps, and ladders; and oversees the training of others to perform security of various assigned areas involving long periods of sitting and standing, and climbing stairs, steps, and ladders to reach the assigned areas.
- C. Supervises and provides training and instruction in the custody and security of offenders including observing actions of offenders to identify signs of mental health issues, mental health distress, or suicidal behavior and making referrals to unit health professionals; squatting and bending to perform "pat" and "strip" searches of offenders, restraining and securing sometimes assaultive offenders, and transferring and transporting offenders by walking, driving, or riding in various vehicles such as trailers, vans, buses, and other forms of transportation.
- D. Supervises and provides training and instruction in the security of offenders performing technical skills such as construction, maintenance, laundry, food service, and in varied industrial and agricultural operations which involve climbing stairs, steps, and ladders, and climbing around the inside and outside of buildings; works outdoors and indoors without air conditioning; works around motorized or moving equipment and machinery; and is subject to all types of weather.

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- E. Provides training and instruction to respond to emergencies including climbing stairs, steps, and ladders while searching for escaped offenders, hearing calls for and calling for help, giving first aid at the emergency site, carrying an injured or unconscious offender or employee various distances to safety up or down stairs, steps, and ladders; and uses force and deadly force to include the use of chemical agents and firearms to control offenders.
- F. Instructs security and non-security trainees and employees to read, review, and properly apply information found in offender records which is related to the offender's health and safety and to the security of the facility; provides appropriate information to other staff; complies with all policies, procedures, rules, and regulations; enforces offender disciplinary rules; supervises the preparation and maintenance of records, forms, and reports.
- G. Supervises staff assigned to regional training facilities; conducts training needs assessments; develops and submits training programs for approval; coordinates changes to training programs to include policy and procedure changes; and schedules training programs, trainers, and availability of support services.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Six years full-time, wage-earning correctional custody or law enforcement experience to include three years in the supervision of employees. Operational Review Sergeant or Security Threat Group Sergeant experience may be substituted for supervisory experience for a maximum substitution of one year. At least one year of the supervisory experience must be as a mid-level manager (supervisor of supervisors). Thirty semester hours with a minimum of six semester hours in Criminal Justice from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for one year of the non-supervisory experience for a maximum substitution of one year.
- 3. Experience in curriculum development and providing instruction preferred.

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B. Knowledge and Skills

1. Knowledge of the overall operation of correctional facilities.
2. Knowledge of correctional methods, techniques, practices, and procedures.
3. Knowledge of the agency's core values.
4. Knowledge of adult education principles, practices, and techniques preferred.
5. Knowledge of instructional and curriculum design preferred.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in the supervision of employees and offenders.
9. Skill to communicate ideas and instructions clearly and concisely.
10. Skill to plan, organize, and assign the work of others.
11. Skill to prepare and maintain accurate records, files, and reports.
12. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
13. Skill in public address.
14. Skill in the use, care, and instruction of firearms, chemical agent delivery systems, and riot control equipment.
15. Skill in the operation of audiovisual equipment and devices.
16. Skill to design and develop lesson plans preferred.
17. Skill in training riot control and defensive tactics preferred.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, steps, and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, operate motor equipment, use firearms, perform tactile discernment, and restrain assaultive persons.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, using chemical agents, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, radio, firearms, handcuffs, waist and leg restraints, turn cranks on manual doors, tear gas canisters and weapons, VCR cameras, various locking systems, tractor, trailer, and automobile.